



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Institutional Activity Coordinator

TITLE: Restorative Justice Contracts

CUTOFF: Upon offender release or transfer

DESCRIPTION: A contract signed by offenders and the supervising officer in order for the offender to join the Restorative Justice Organization, a not-for-profit organization where offenders volunteer hours to provide services donated to the community. The contract provides documentation so the offender's hours will be logged into the computer.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22895

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008

TITLE: Restorative Justice Receipts

CUTOFF: EOSFY

DESCRIPTION: Receipts from purchase of supplies used to run the Restorative Justice Program.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22896

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008

TITLE: Volunteer Files

CUTOFF: Termination of volunteer service

DESCRIPTION: A chronological file is kept on each volunteer in the Institutional Activity Coordinator's office. Files may include, but not limited to, all signed acknowledgements of Department of Corrections policies, except medical documents.

RETENTION: Years: 7 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22897

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008